Office of Mayor Virg Bernero Mayor Event Appearance Request Form

Due to the high demand for the Mayor's presence, all petitions for appointments are requested to be submitted 3 weeks prior to the event.

Date of Event:		Time Begi	n:	Time En	nd:	
Purpose of Event:						
Event Coordinator (name/	title/organization):					
Affiliation/Sponsor:						
Address of Event:						
Event Coordinator Telephone:		Cellular Number:				
Fax Number:	Email:	:				
Who will meet the Mayor	upon arrival (name/	/title):				
Mayor's Participation:	☐ Meet and Greet	☐ Speak	☐ Present	t Proclamati	on (submit proclama	ation request form)
	Other (explain):					
MANDATORY: Please 3 days prior to the even by staff.	_		0 1	-	_	
In the event of a conflict v participate on his behalf?	vith the Mayor's sch	nedule, woul No	-	ot a Represer	ntative of the Mayor	's Administration to
If applicable, presentation	topic:					
Please provide talking poi	nts and background	information	of event/or	ganization:		
Please indicate exact time	and duration of M	ayor's partic	cipation			
Who will introduce the M	ayor (title/organizat	ion):				
Target Audience:						
Expected # in Attendance	:					
Will there be any form of	Media present?					
Information Obtained/Sub	mitted By:				Date:	
Mayor's Approval/Comm	ents:	□NO				
		Sand Co	ompleted Reque	est To:		-

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